G. R. S. 59].

P-27

# GENERAL AND REVENUE SECRETARIAT.

19 12-13.
( Genl. Misc. )

## File No. 272-12

## Serial Nos.

## Papers Filed

*Month* May 1913

SUBJECT.

Amalgamation of the Military Branch with the General Branch, Genl. & Rev. Sectt.

PREVIOUS REFERENCES.

Mily. 282-09

LATER REFERENCES.

K.V. Krishnaswamy Ayr 28-5-13

Checked

Pro. F 278-12

(12

Extract from the report on the working of the Genl. and Rev, Sectt for the half year ending the 30th June 1912.

x x x x x x x x

x x x x x x x x

6. The case of Branch VI is peculiar and deserves some mention. Though it was formed as one of the branches of the Genl. and Rev Sectt from ~~1st June 1910~~ August 1908 the work of typing, maintenance of Barawards and other papers relating to its establishment and contingencies were continued to be dealt with in the branch. During the half year under report the preparation of the baraward and the custody of the cash etc, were transferred to the Cash Section of the G.R.S. The clerks of the branch have also recently been brought into line with the other clerks of the G.R.S. The records of the branch are kept in the branch itself and the typing work is done by the branch typist. A separate representation will be made in the matter of transferring the typing work and recorded collections of the branch to the Typing Section and General Records respectively of the G.R.S. so that the amalgamation may be complete.

x x x x x x

(Sd) B. Narayana Sawmieyar
Registrar
Gl Rev: Sectt

R Bangalore
Dec 20-8-1912

G.R.S. 13.]

Inst 272-12

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

In this connection it may be kindly noted that the files from August 1908 have been recorded in accordance with the rules prescribed in the office manual ~~which~~ and they could all be sent to the Gl Records if a whole time clerk is deputed for about a couple of months.

As for the old ~~files~~ records ~~it may be kindly noted~~ of 11 years from 1897 to 1908 it is submitted that they have not been arranged in any way nor stitched in any kind of covers and are kept in open file boards & bundles. These files may amount to about 2000 in number. Besides no distinction has been made between the important and unimportant files. The whole of these

*N. B.*—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

31 B—25,000—23-7-12

(5

General and Revenue Secretariat.

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1) The Military Branch (Br.VI) was formed as one of the branches of the General and Revenue Secretariat from ~~the 1st June 1910~~ August 1908. The work of typing, maintenance of barawards and other papers relating to its establishment and contingencies continued te be dealt with in the branch, and the clerks who were drafted for work therein continued to retain their old scale of pay. Some of these features have since been removed by transferring the work of the preparation of the baraward and the custody of the cash &c. from the branch to the Cash Section of the Genl. & Rev. Sectt., and by bringing the clerks of the branch into line with the other clerks of the Genl. & Rev. Sectt.

2) The following is a comparative statement of the work done by the several branches of the Genl. and Revenue Secretariat as judged from the number of receipts and issues for the years since the branch was constituted:-

| | 1st July 1910 to 30th June 1911 | | 1st July '11 to 30'June'12 | |
|---|---|---|---|---|
| | Receipts. | Issues. | Receipts. | Issues. |
| Branch I. | 6,401 | 7,028 | 6655 | 8,347 |
| Branch II. | 6,343 | 6,279 | 6,362 | 5,752 |
| Branch III. | 3,305 | 3,391 | 3,590 | 3,960 |
| Branch IV. | 8,395 | 10,868 | 8,070 | 11,285 |
| Branch V. | 4,850 | 7,765 | 4,645 | 6,891 |
| Branch VI. | 1,625 | 1,685 | 1,250 | 1,316 |
| Branch VII. | 2,144 | 3,277 | 2,121 | 3,170 |

3) It will be seen from the above statement that the amount of work done in Branch VI. is very small

NOTE—Contn. sheet.

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substitutes could be sent to take the places of the absent clerks. Kind reference is also invited to Mr. Balasundaram Iyer's note of the 18hh April'10 (paras 2,3 and 4 of the office note in Military File No. 220 of 1909).

5) If the proposal to constitute Branch VI as a section of Branch V with two clerks commends itself, the following cosequential changes will be found necessary:-

6) The records now in Branch VI will have to be transferred to the General Records. ~~There~~ There is no difficulty in the recorded collections recorded from August 1908, since these have been dealt with conformably to the provisions contained in the Office Manual. There are about 2,000 files relating to the previous years and before these are sent to the Secretariat General Records, it would be better to have them sorted and recorded according to the provisions of the Office Manual, as otherwise there would be confusion and inconvenience felt in referencing. It would not be possible to undertake this work of sorting with the present establishment. Two passed matriculates may be entertained for the purpose as temporary sorters on Rs. 20/- each for a period of three months and deputed for work under the superintendent of the General Branch , the two clerks of the proposed Military Section co-operating with them. This will involve an additional expenditure of Rs. 120/- which may be met out of the provision of Rs.300/-

NOTE—Contn. sheet.

GPR—65 000—17-6-12.

R. S. 12]

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made under Contingencies for the Military Branch.

7) Separate provision is made in the budget for the Military Branch. This need not continue, the necessary provision being included in the consolidated budget ~~fg~~ of the General and Revenue Secretariat.

8) Branch VII (Muzrai) will have to be renumbered as branch VI. Khanga Under Secy VI.

Hon 1871/13

Secy. Hon. 17.1.13

9) Files may be submitted Khanga Dept'l Secy

23 21/1 Hon 21.1.13

Dy. Secy.

10) The Registrar's Note is full and the main proposal of converting Branch VI into a Section of the General Branch - V - is quite sound.

11) The subsidiary changes suggested by the Registrar as a consequence of the main proposal are also reasonable.

12) The scheme on the whole, leads to saving of labour and increase of supervision.

13) But only one part of the scheme need not be adopted immediately. viz that relating to the sorting of the records of Branch VI. The work is

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

Prof 272—12

(16

*Submitted to His Highness.*

15) I submit herewith a note by the Regis-

Paras 5 — 8 of Note.

trar of the General and Revenue Secretariat, recommen-
ing for reasons therein given that Branch VI (Militar
now forming a separate branch of the Secretariat, may
be converted into a Section of Branch V (General).
Both the Secretary and the Deputy Secretary approve o
Paras 8 & 9 of Note.— the proposal which may be sanctioned. The arrangement
will result in the saving of labour and increase of
supervision.

16) 2. The further details connected with the
amalgamation will be worked out by the Secretary and
the Deputy Secretary and reported to me for confi—
tion.

M. Vijayaraghavacharya

11th Feb. 1913.

MR

(12

General and Revenue Secretariat.

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23) The Military Branch having been ordered to be converted into a Section of Branch V, the following subsidiary changes are found necessary and are proposed for kind approval.

1. The typing work of the Military Section may be attended to by the General Typing Secn. and the present Typist of Branch VI transferred thereto.

2. The remaining two clerks may be attached to Branch V and constitute the newly formed Military ~~Branch~~ Section. There is only one at present and another clerk may be added on to it when the present vacancies are filled up.

3. The delivery work of the present ~~Branch~~ Branch VI may be transferred to the General Despatching Section. On account of the heavy extra work involved, two peons out of the 3 allowed to Branch VI may be transferred to the General Despatching Section and the remaining peon attached to Branch V.

24) Proposals for sorting the Military files of the pre-Manual period and recording them in accordance with the rules laid down in the Office Manual will be submitted along with the proposals for improving the records as a whole.

NOTE—Contn. sheet.

GPE—65,000—17-C-12.

General and Revenue Secretariat.

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downstairs, leaving the upper floor from needless weight.

29) I am against locating any portion of the Staff in the third floor as this would hinders Easy & frequent Supervision. Hence even the translation Staff can & ought to remain in the room of Branch V. with a light screen Separating them from the others, if need be.

30) There is Space for all as I have satisfied myself from inspection, provided proper adjustments as suggested above are made.

Secy). D. M. Narang Clerk 28/2

31) I fully agree with his proposals made by his Dept Secy.

32) A typed note embodying his proposals fully according to his Dept Secy's opinion may be put up for Sanction & his Decision.

33) A draft of any Govt order that may be necessary for his renumbering of the Branches & their incidental changes may also be kept ready) put up.

27/2 Draft 28/2

34) Put up draft.

P.K 28/2

28/2

P. T. O

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

G. R. S. 12]

General and Revenue Secretariat.

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41) The numbering of the Tuzuk Branch need not be changed at present. It may remain as it is till the question of constituting a Separate Branch for the Department dealt with by the conference Secy is finally settled.

42) A typed copy of the office memo embodying the above arrangement (which I presume have the approval of the Dep.y Secy) may be put up for submission to the Director for approval.

WS
16/3/13
Dmo. 17/3

43) Put up a typed draft.

Sn.

44) To the Typg. Section for 17/3. Compln.

WS
17.3.13

45) Typed draft submd

WS 17.3.13.

WS 17/3

Sn.
17/3

Dy Secy.

Secy)

Dmo appd Ver
18/3 Sn

NOTE—Contn. sheet.

GPB—65,000—17-6-12.

G. R. S. 12]

General and Revenue Secretariat.

In File No. 272 of 1912-13

Serial No.

50) The office memo has been issued. Arrangements for Br V to work out the details. The date from which the new arrangements have become into effect should be fixed by the Registrar.

51) After this, the file may be filed.

52) The personal file of B Venkatasami Naidu may be detached from the file and sent to the Typing Section where he will be duly drafted promotion in accordance with the above orders.

Submitted

29/10/13

53) Please see note on representation from Rajamanickam of Br. VI

31/12.

General 388/12-13 8/12-5-13

Received from Br V 8/5/13

NOTE—Contd. sheet.

P. 7.00.

GPB—65,000—17-8-12.

Fair draft 14/

G.R.S. 34]

1731

No.....

**GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.**

**General and Revenue Secretariat.**

( )

**Office Memorandum.**

To

the 191 .

In modification of the existing arrangements for the conduct of the work of the Military Branch of the General and Rev: Secretariat which was formed in august 1908, the following changes in the constitution and work of the Branch are ordered:-

1). The Existing Military Branch (VI.) will be amalgamated with and made to form a section of the General Branch (V) of the Secretariat

2.) The necessary budget provision for the Military Section will hereafter be included in the budget for the Genl & Rev: Sects.

P.T.O

GPB—10,000—13-8-10

3. The typing work and the typist of the present military Branch will be transferred to the General Typing Section of the Secrett.

4. The remaining two ~~clerks~~ clerks of the Branch will form the new military Section of Br V.

5. The delivery work of the branch will hereafter be attended to by the General Despatching Section and ~~one~~ two out-of the three peons Sanctioned to the military Branch will be attached ~~to~~ thereto and the remaining one to the General Branch (V).

6. The Branch records, recorded and unrecorded will all be sent to the General Records, the Section only retaining Special reference books if any, and such registers & Indexes as may be necessary for indexing. The work of picking up references will be attended to by the General Records.

7. The Existing Mysore Branch (VII) will be re-numbered as Br VI.

16/3/13
Off Secretary to Govt
Br.

My-63
3/4/13

M.M. 13
3.3.13

Govt 17/3/13

4 Copies

97-313

Government of H.H.the Maharaja of Mysore,
General and Revenue Secretariat.

Office Memorandum.

No. G.5917/G.M.272-12-1.

Dated 28th March 1913.

Signed by Mr B. Narainswamy

In modification of the existing arrangements for the conduct of the work of the Military Branch of the General and Revenue Secretariat which was formed in August 1908, the following changes in the constitution and work of the Branch are ordered:-

1) The existing Military Branch (VI) will be amalgamated with and ~~made~~ Grouped into a section of the General Branch (V) of the Secretariat.

2) The necessary Budget provision for the Military Section will, hereafter, be included in the Budget for the General and Revenue Secretariat.

3) The Typing work and the Typist of the present Military Branch will be transferred to the General Typing Section of the Secretariat.

4) The remaining two clerks of the Branch will form the new Military section of Branch V.

5) The delivery work of the branch will hereafter, be attended to by the General Despatching Section and two out of the three peons sanctioned to the Military Branch will be attached thereto and the remaining one to the General Branch (V).

6) The Branch records, recorded and unrecorded will all be sent to the General Records , the section only retaining special reference Books, if any, and such registers and Indexes as may be necessary for indexing. The work of picking up references will be attended to by the General Records.

25.3.13

19/3/13

offg. Secretary to Govt.

Draft

18/3

G.H.V.

17.3.13

Copies 19/3/13 to Br V, VI, Central Section & Barracks } Sent.

No. G.5917/G.m.272-12-1

Government of His Highness the Maharaja of Mysore

General & Revenue Secretariat.

Dated Bangalore, 28 March 1913

OFFICE MEMORANDUM

In modification of the existing arrangements for the conduct of the work of the Military Branch of the General and Revenue Secretariat which was formed in August 1908, the following changes in the constitution and work of the Branch are ordered:-

1. The existing Military Branch (VI) will be amalgamated with and constituted into a section of the General Branch (V) of the Secretariat.

2. The necessary Budget provision for the Military section will, hereafter, be included in the Budget for the General and Revenue Secretariat.

3. The typing work and the Typist of the present Military Branch will be transferred to the General Typing Section of the Secretariat.

4. The remaining two clerks of the Branch will form the new Military Section of Branch V.

5. The delivery work of the Branch will, hereafter, be attended to by the General Despatching Section, and two out of the three peons sanctioned to the Military Branch will be attached thereto and the remaining one to the General Branch (V).

6. The Branch records, recorded and unrecorded, will also be sent to the General Records, the section only retaining special reference books, if any and such registers and Indexes as

as may be necessary for indexing. The work of picking up references ~~ing ences~~ will be attended to by the General Records.

By Order,

for Offg. Secretary to Govt.

K.R.

Copy to Cash Section

P.K.M. 2/93